

Executive Director



Building Confidence in the Political Process

Public Disclosure Commission

ABOUT THE AGENCY

The origin of the State of Washington's disclosure law can be traced to the efforts of concerned citizens who came together in 1970 believing that the public had the right to know about the financing of political activity in their state.



In 1971, following an unsuccessful attempt to generate legislative action and with minimal success in 1972, those concerned citizens turned to the people.

In order to place an initiative on the November 1972 ballot nearly 163,000 signatures were gathered in record-breaking time. 72 percent of voters approved initiative 276 which then became law, establishing the Public Disclosure Commission to provide public access to information about the financing of political campaigns, lobbyist expenditures, and the personal financial affairs of public officials and candidates. In part, the initiative describes that, such access is intended to help assure the public of the impartiality, fairness and honesty of public officials and candidates in their dealings, and thus promote public confidence in government and the electoral process, and to fully protect the public interest.

In a second initiative passed by the people in 1992, the Commission was charged with enforcing contribution limits and other restrictions on campaign finance practices, with the intent of restoring trust in government institutions and the electoral process.

For more information about the Public Disclosure Commission please visit its website at <http://www.pdc.wa.gov>

APPLICATION PROCESS

Persons interested in this position should submit the following information:

- A letter of interest specifically addressing the qualifications mentioned in this announcement.
- Salary history.
- A current resume that reflects the size of staff managed and budget for prior positions.

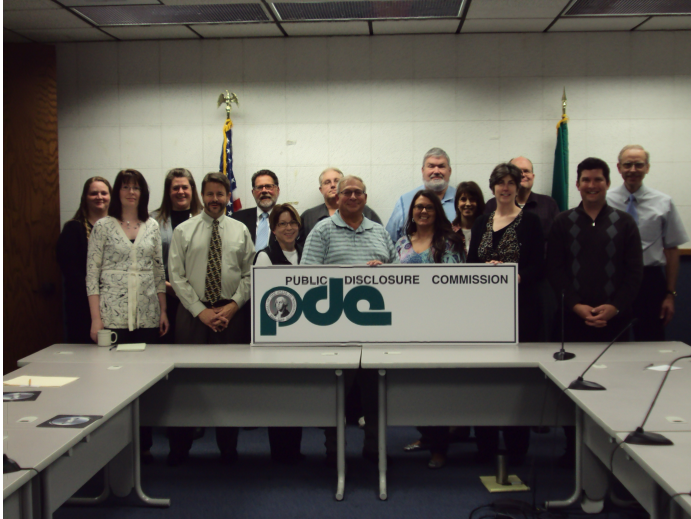
If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled. In order to be considered for the first round of interviews please submit your application materials by July 15, 2011 to marissa@karrasconsulting.net or by fax to 360-956-1348.

The Public Disclosure Commission is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

COMPENSATION

The maximum annual salary for this position is \$113,520. Benefits include a comprehensive medical, dental, vision and life insurance, public employee retirement system contributions, holiday, vacation and sick leave.

The Public Disclosure Commission is governed by a five-member commission appointed by the Governor, with the advice and consent of the Senate. The Commissioners serve five-year terms. No more than three Commissioners may be identified with the same political party.



The staff is composed of 21 FTEs of which four are exempt (including the Executive Director), three are Washington Management Service employees and 13 are classified. The agency is currently organized into four divisions. Although the Commission does not have a large staff or budget, it is of crucial importance to the State's mission and its work goes directly to the heart of the State's political and governing processes.

The Public Disclosure Commission is one of the few State agencies created directly by a vote of the people. This fact is not lost on those who serve on the Commission or hold an agency staff position.

The agency's budget is about \$2.1 million per year. Annually, some 6,600 public officials, 2,000 candidates, 800 political committees, 900 lobbyists and 1,000 lobbyist employers file over 90,000 reports with PDC. Reported data is accessible through PDC's website.

The staff's main responsibilities are to receive, organize, record, examine and process the reports supplied by those subject to the law. In addition, staff members

provide information and training, monitor compliance, conduct investigations and develop computer programs for easy public access to information. The Public Disclosure Commission was not designed to simply serve as a repository for data. The whole idea is that information about campaign financing, lobbying and financial affairs be readily available.

THE POSITION

As the chief administrative officer of the Public Disclosure Commission, the Executive Director makes recommendations to the Commission on interpretations and enforcement of the Public Disclosure Law, rule-making, budget issues, legislative proposals, and agency priorities for the Commission's consideration. The Executive Director oversees the work of the agency's staff, the performance of the agency's statutory and administrative functions, and operations; and acts as agency spokesperson and liaison with the governor's office, legislature, and other stakeholders.

BUDGET

The Executive Director is responsible for developing the PDC's biennial budget and supplemental budget requests. This is accomplished by identifying agency priorities and needs and then making recommendations to the Commission. Agency spending is monitored to ensure that expenditures are within legislative appropriations and administrative allotments.

OUTREACH

The Executive Director is responsible for overseeing the creation of public information, training and informational materials for filers, the media and public. He or she serves as chief agency liaison with the attorney general's office in regard to

litigation, investigations, and enforcement cases.

DATA ACCESS AND MANAGEMENT

The Executive Director oversees the collection and retention of filed reports to ensure both their safety and accessibility to the public. This position determines what information from filings should be entered into the agency's database, considering public interest in the information and available agency resources. The Executive Director is responsible for approving the implementation of new technologies for electronic filing, providing public access to information, document management and filer training. This entails working with stakeholders to determine their interests and needs.

POLICY DEVELOPMENT

The Executive Director oversees the research, development, and drafting of agency policy positions, administrative rules, interpretations and advisory options for presentation to the Commission. These recommendations may be made in response to specific questions or events, but the Executive Director must also proactively identify issues of concern, being cognizant of court decisions, legislation, the political environment and other broad-based considerations.

COMPLIANCE

The Executive Director oversees the performance of the PDC's investigative and enforcement activities. This includes monitoring the course of complex investigations and determining

which complaints to take to enforcement hearing. The Executive Director acts as the agency's liaison with the attorney general's office on enforcement cases that proceed to litigation.

OPPORTUNITIES AND CHALLENGES

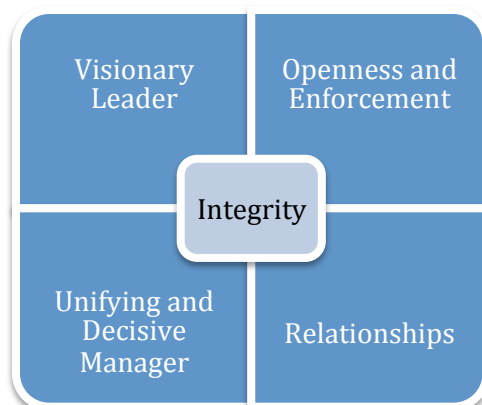
Integrity: This is a position of significant responsibility and trust. The Executive Director must observe high standards of professionalism, ethics and appropriateness and set a good example for others by consistently engaging in ethical behavior and confronting unethical actions. Aligning the PDC's systems and processes with its ethical standards is essential.

Provide Strategic and Visionary Leadership for the Public Disclosure Commission:

Commission: The new Executive Director will be expected to provide confident, thoughtful and insightful leadership and guidance to the organization, articulating the role that the Commission plays within the public disclosure community. This vision, looking over both the short and the long-term, should build upon the Commission's existing core policy initiatives to develop, implement and maintain information systems for electronic filing of disclosure reports and providing public access to filings.

Serve as a Unifying and Decisive Leader:

The Public Disclosure Commission relies on its dedicated and skilled staff. A priority for the Executive Director will be to ensure the staff leadership group works as a highly effective team in managing the organization as a whole. This requires skillful delegation; consistent internal communication; transparent decision-making; and, setting clear and consistent performance measures, goals and standards. Continuing to attract, retain and develop a strong staff will be essential.



Continue to Build on the Positive Reputation of the Public Disclosure

Commission and External Relationships:

The Public Disclosure Commission has long been considered a leader in finance disclosure, ahead of the curve in raising and addressing issues of campaign finance disclosure and influencing decision making at local, state and national levels. In 2008, for the fifth consecutive time, Washington State was recognized as having the best campaign finance program in the nation by the California Voter Foundation, the Center for Governmental Studies and the UCLA School of Law. The new Executive Director will lead the PDC in maintaining and enhancing its reputation with an emphasis on customer service.

WASHINGTON STATE
PDC RANKS FIRST
IN NATIONAL SURVEY



Openness and Fairly Enforcing Laws: The Executive Director of the Public Disclosure Commission must maintain an open and beneficial working relationship with the legislature, governor's office, attorney general and other public officers and agencies, while fully and fairly enforcing the law that regulates candidates for those offices and incumbents holding those positions. He or she must be able to successfully advocate for a strong agency that oversees those who



empower and fund it and must be aware of and sensitive to the political pressures but not intimidated or swayed by them.

THE IDEAL CANDIDATE

LEADERSHIP

The Public Disclosure Commission is seeking an Executive Director who is a strong, dynamic, highly credible, unifying leader with demonstrated abilities in facilitating and implementing a clear vision and strategy. The Executive Director will demonstrate principled leadership, personal courage, decisiveness and understand the operational and funding challenges of today's economy. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

STAKEHOLDER RELATIONS AND COLLABORATION

The Executive Director must be a relationship-builder and facilitator developing and nurturing relationships with other state, federal and local agencies; the legislature, governor's office, business and civic leaders and the media. Customer service is a priority.

COMMUNICATION

The Executive Director should speak and write with impact, efficiently explaining direction and ideas with conviction in all settings: formal presentations, one-on-one, small and large meetings. Active listening, open communication and the ability to inspire trust are all important traits.

MANAGEMENT SKILLS

The ideal candidate will have a full complement of management skills including a comprehensive understanding of budgeting, customer service, planning, talent management, change management and public relations.

COMMISSION RELATIONS

The Executive Director will work effectively with Commissioners to keep them apprised of policy issues affecting the PDC. They should be fully aware of the condition of the organization and all of the factors influencing it. The candidate should create an environment where individual Commissioners can contribute in meaningful ways to the PDC's achievement of its mission.

STRATEGIC

The Executive Director must be politically savvy and think strategically about what might or could be as well as in a day-to-day approach to building public confidence in the political process and government. This person should champion change and innovation and create an environment that encourages original and innovative solutions. The ideal candidate will build on and communicate a vision that is aligned with the strategy and direction of the PDC, all the while clarifying others' involvement, inspiring a sense of ownership, creating a culture of high performance and recognizing the efforts of others.

DESIRED EDUCATION AND EXPERIENCE

A Bachelor's degree and at least five years in a public agency of which two were spent in a management position. Experience in an organization dealing with campaign finance, public sector ethics, regulation, administrative law or lobbying is preferred.

ABOUT WASHINGTON STATE

Within Washington's boundaries, one can find ocean, rain forests, mountains and deserts. For the outdoor enthusiast, the



options for recreation are almost limitless and include skiing, backpacking, and camping. Eastern Washington offers a dry, semi-arid climate and is a gateway to spectacular wilderness areas in northern and central Idaho, northeastern Washington, and Canada. Access to large bodies of both fresh and salt water offer the boating, sailing and windsurfing enthusiast boundless opportunities. The State also boasts some of the best fishing in the country. Washington is viewed as a progressive and innovative state where people are outgoing and friendly. Olympia, Washington's capitol city is located on picturesque Budd Inlet. Local residents enjoy a quality of life enhanced by natural beauty and a mild year-round climate.

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